



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number:

05-03

Date:

02/16/05

Administrative Memorandum

SUBJECT: REVISED INSTRUCTIONS - NOTIFICATION OF OVERPAYMENT ON OPEN CalWORKs CASE

REFERENCE: Administrative Directive 4498, December 9, 2004

CANCELS: N/A

FILE IN: WFP&I Handbook, Section 22-101

SPECIAL ATTENTION:

[X] SWFIs [X] WFIs

PURPOSE

This Administrative Memorandum (AM) releases revised instructions for the Welfare Fraud Investigator (WFI), the Supervising Welfare Fraud Investigator (SWFI) and the Welfare Fraud Prevention & Investigations Deputy Director for notifying the Eligibility staff to initiate a Notice of Action (NOA) on an open CalWORKs case and "Authorize" the Potential Intentional Program Violation (PIPV) claim on the LEADER, **Benefit Recovery** system. The revised procedures are effective immediately.

POLICY/PROCEDURES

The WFI shall forward the completed WFP&I 397, Notification of Potential Intentional Program Violation (PIPV) Claim and Grant Adjustment (Attachment I) to the SWFI for review.

Following review and approval, the SWFI shall forward the completed WFP&I 397 to the Deputy Director for signature by the Director, Welfare Fraud Prevention & Investigations Section or a designee.

Please direct all questions regarding this memorandum to your immediate supervisor.


Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:MH:mh

Attachment

c: Deputy Directors
Chief Clerk

DEPARTMENT OF PUBLIC SOCIAL SERVICES



BUREAU OF SPECIAL OPERATIONS

Date _____

TO: _____, District Director
 _____ District

ATTENTION: District Fraud Liaison

FROM: Luther Evans, Director
 Welfare Fraud Prevention & Investigations Section

SUBJECT: NOTIFICATION OF POTENTIAL INTENTIONAL PROGRAM VIOLATION (PIPV)
 CLAIM AND GRANT ADJUSTMENT

Reference: Administrative Directive 4498, Dated: December 9, 2004

This is to inform you that as a result of an investigation, WFP&I has determined that a fraud overpayment occurred on the following case:

Case Name _____	Case Number _____	EW File Number _____
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An overpayment was computed and a Manual PIPV claim established on **LEADER, Benefit Recovery**,
 Claim Number _____ for the period of _____ through _____
 because the participant failed to report:

This case is currently open. Please review the claim and ensure that your staff initiates the required Notice of Action (NOA) to notify the participant that the overpayment will be grant adjusted and "Authorizes" the case on LEADER. Please forward a copy of the completed NOA to WFP&I.

Please let me know if you need any additional information or your staff may call _____,
 Welfare Fraud Investigator at _____.